

DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
WASHINGTON, D.C. 20370-5000

IN REPLY REFER TO:
BUPERSINST 5370.5
Pers-01
08 NOV 1993

BUPERS INSTRUCTION 5370.5

From: Chief of Naval Personnel

Subj: BUPERS HOTLINE PROGRAM

Ref: (a) SECNAVINST 5370.5A
(b) SECNAVINST 5430.92A

1. Purpose. To implement the provisions of reference (a) by establishing written internal procedures for processing Department of Defense (DOD) and Navy Hotline referrals within activities under the immediate command of the Chief of Naval Personnel (CHNAVPERS). To establish an internal hotline program within the Bureau of Naval Personnel (BUPERS) and its subordinate commands.
2. Cancellation. BUPERSINST 5430.4.
3. Background. The DOD and Navy Hotlines are designed to strengthen and focus efforts to combat fraud, waste, and mismanagement throughout the claimancy. In addition to identifying and establishing procedures for timely and thorough examination of hotline allegations, reference (a) also requires that Echelon 2 commands issue written internal procedures for processing hotline referrals and establish them at all appropriate levels within the chain of command.
4. Applicability. The provisions of this instruction apply to all activities under the immediate command of the CHNAVPERS.
5. Policy. CHNAVPERS fully supports the Navy policy to manage effectively all resources entrusted to its care and is totally committed to eliminating fraud, waste, and mismanagement in all its programs and operations whenever they occur. All naval personnel (military and civilian) shall be vigilant to the possibility of such illegal or improper acts, and shall report to proper authority, per U. S. Navy regulations, the existence of any improprieties in this regard per reference (b).
6. Action.
 - a. The BUPERS Inspector General (IG) (Pers-01) shall:
 - (1) Operate the BUPERS Hotline. Matters under the cognizance of CHNAVPERS concerning allegations of fraud, waste, abuse, inefficiency, and related impropriety may be reported by telephone or in writing to the BUPERS Inspector General as they occur. The BUPERS Hotline telephone number is DSN 224-1100 or commercial (703) 614-1100

BUPERSINST 5370.5

08 NOV 1993

and operates during normal working hours, 0800-1600 (Eastern Standard Time), Monday through Friday with the exception of Federal holidays. Written reports should be addressed to:

BUPERS INSPECTOR GENERAL
BUREAU OF NAVAL PERSONNEL (PERS-01)
2 NAVY ANNEX, RM 2064
WASHINGTON, DC 20370-0100

(2) Coordinate Navy and DOD Hotline investigations as assigned by the Naval Inspector General.

b. BUPERS departments and field activities shall:

(1) Ensure widest dissemination of both the BUPERS Hotline Program and the DOD/Navy Hotline Program.

(2) Post Navy Hotline Posters in their spaces. Reference (a) contains information for ordering these posters. BUPERS departments/field activities requiring three or fewer posters may request posters from the BUPERS IG at the telephone number or address above.

(3) When tasked to investigate a hotline complaint, departments/field activities shall conduct that investigation per reference (a) on a priority basis as these investigations frequently are required by the Naval Inspector General or the Inspector General for the Department of Defense. Timeliness is critical. If the investigator is not able to meet the assigned due date, contact the BUPERS IG Office as soon as possible in order to coordinate a request for an extension of the due date with higher authority. Reports should be in the format provided in reference (a) and forwarded to Pers-01 in time to arrive by the due date as assigned or extended.

Distribution:
(See next page)

Distribution:

SNDL C55A (Bureau of Naval Personnel Detachments)
C55F (Navy Appellate Leave Activity)
FJ (Shore Activities under the Command of
CHNAVPERS as delegated by the CNO) (less FJB2,
FJB3, FJB4, FJB5)

BUPERS List

1A Chief, Special Assistants, Staff
Office Directors, and Assistant Chiefs

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